

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL	SUPERSEDES: AR 347 (01/20/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 347 POLITICAL ACTIVITIES BY EMPLOYEES TEMP	EFFECTIVE DATE: 04/05/04

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PURPOSE

To ensure all Department employees are informed of the State and Department procedure concerning political activities.

AUTHORITY

NAC 284.770
Federal Hatch Act, Title 5 U.S.C. 1501 - 1508

RESPONSIBILITY

It is the responsibility of every employee of the Department to be informed of the political activities that are permitted and not permitted as an employee of the State and the Nevada Department of Corrections.

DEFINITIONS

CLASSIFIED SERVICE – All positions in the public sector which are not included in the unclassified service. Refer to NRS 284.150.

DEPARTMENT – The Nevada Department of Corrections.

DEPARTMENT PERSONNEL DIVISION – The Personnel Division within the Nevada Department of Corrections.

DEPARTMENT PERSONNEL OFFICER – The administrative officer in charge of the Department's Personnel Division.

DIRECTOR – The Director of the Nevada Department of Corrections.

EEO/EMPLOYEE DEVELOPMENT AND EMPLOYEE RELATIONS DIVISION – The Division officially tasked by the Department with:

- The monitoring and investigating allegations of violations of the EEO/Employee Development and Employee Relations administrative regulations; and
- The design, development, evaluation and implementation of the training and employee development programs.

EMPLOYEE – A person legally holding a position with the Department in the public service as defined in NRS 284.015.

POLITICAL ACTIVITY – Any activity or series of activities designed to influence the outcome of an election for partisan political office.

UNCLASSIFIED POSITIONS – An appointed head of a department or division who serves at the pleasure or discretion of an elected officer or appointed department head, e.g., Director, Medical Director, Correctional Programs Division Administrator. These positions are not entitled to overtime compensation, and are not subject to disciplinary suspensions for less than 1 week.

APPLICABILITY

This regulation applies to all classified and unclassified employees of the Department.

PROCEDURES

347.01 POLITICAL ACTIVITIES PROHIBITED

1.1 No employee shall:

1.1.1 Directly or indirectly solicit or receive, or be in any manner involved in soliciting or receiving any assessment, subscription, and monetary or non-monetary contribution for a political purpose. **(3-4048)**

1.1.2 No employee shall utilize government resources or funds to support a political campaign. **(3-4048)**

1.1.3 Engage in campaigning, lobbying or other political activity during the hours of state employment, on state property, or in uniform. **(3-4024 and 3-4048)**

1.1.4 At any time engage in political activity to secure a preference for a promotion, transfer, or salary advancement. **(3-4048)**

1.1.5 While off duty, engage in political activity to an extent that it impairs attendance or efficiency as an employee. **(3-4048)**

1.1.6 An employee of the Department and whose work is related to programs financed wholly or in part by federal grants or loan-aided programs, is prohibited from:

- Running for public office in partisan election;
- Using official authority or influence to affect the results of an election or nomination for office; and
- Directly or indirectly advising or coercing other covered state or local employees to contribute or loan anything of value to a political party or candidate.

1.1.7 For instances of political activity or involvement where there is a question, the employee should seek guidance from their chain of command or through the Department Personnel Division.

347.02 DISTRIBUTION, TRAINING, AND CLARIFICATION

1.1 The Department Personnel Division will inform employees that this regulation is available for review on the Department of Corrections website.

- A signed acknowledgement of responsibility to read said regulation will be filed in the employee's Personnel File.

1.2 The Department's EEO/Employee Development Division will incorporate into the Pre-service and In-service training program information relating to this regulation.

1.3 Requests for opinions and additional information or clarification will be submitted to the Department Personnel Officer. The Department Personnel Officer or designee will respond to the request within seven working days following its receipt.

1.3.1 In instances where a clear response to a request for information and clarification is not possible or additional statements to information are required, the Department Personnel Officer or designee will refer the matter to the Director. The Director will independently make a decision or refer to the Department's legal representative for an opinion.

1.3.2 If such a referral is made the employee will be informed when a decision has been determined.

1.4 Until a decision is made the employee cannot participate in said activity.

REFERENCES

ACA Standards 3-4048 and 3-4054

ATTACHMENTS

None

Jackie Crawford, Director

Date

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 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR PROCEDURES ON THIS SPECIFIC SUBJECT.

